

WELCOME TO OUR ONLINE REGISTRATION SYSTEM

This system will allow parents to safely and efficiently register their students online. This guide provides helpful tips.

STEP 1: INFORMATION NEEDED

You will be asked to enter the following information:

- Mailing Address: if different from your home address
- Alternate Address: if the student will be riding the bus to or from an address other than your home address
- Emergency Contact Name and Phone Number: you may add up to 4 contacts (Note: Someone other than a parent should be listed as an emergency contact.)
- Parent/Guardian Phone Numbers: home, cell, and work
- Parent E-mail Address: e-mail address, if available
- Student Birth Certificate: you may need this document to verify full legal name

- Student Social Security Number: student's social security number (or waiver may be signed at school)
- Year Student Entered 9th Grade: for high school only
- Health Conditions: allergies, asthma, etc.
- Medicine Taken At School: including dose, frequency, and reason taken
- Parent Employer: name, address, and phone number
- Doctor: Name and phone number
- Dentist: Name and phone number

STEP 2: ACTIVE E-MAIL ADDRESS

The Online Registration System requires that parents have an ACTIVE e-mail address. **If you do not have an** e-mail account, it is easy to create one.

Below are three sites and providers that are frequently used and are free of charge. (You do not have to use one of these providers. These are just suggestions)

- Google's Gmail https://accounts.google.com/
- SignUp Yahoo! Mail https://login.yahoo.com/config/login
- Microsoft's Outlook http://www.microsoft.com/en-us/outlook-com/

STEP 3: REGISTER YOUR STUDENT

You can access the Online Registration link by visiting **your school's website** and following the link for registration **or** by going to <u>http://publish.gwinnett.k12.ga.us/gcps/home/public/about/school-improvement/registration</u>

Important reminder: Make sure that you select the 2019-2020 school year when completing the registration process. (See Step 5 for more detailed information.)

STEP 4: CREATE A NEW ACCOUNT

If you have an existing Parent Portal Account, please log in using your current account.

Please enter your information		L	
*First Name:	First Name		
*Last Name:	Last Name	Create a New Account	
*Email Address:	john@smith	ve successfully created a new Account!	
	Please	check the email account you provided to activate your new account	punt
*Confirm Email Address:	john@smith		
	ím not a robot	INCAPTONA Palago-terra	
		Create Account	

Login Steps for an Existing Parent Portal Account

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elect Child 🕨 🚉						
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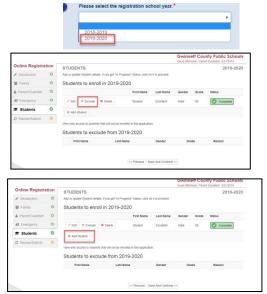
You will receive an e-mail stating that your online account has been created successfully. **The e-mail will contain a link** that sends you to the **Confirm Registration** page and then to the **Create Password** page. (See examples below.)

001	S Online Parent Account Inbox x		0 B	6	Activate Acc	ount.	
*	go2_csv@gwinnett.h12.ga.us to me i⊖ Dear Perfect				Confirm Registration		
	Welcoms to the Parent Portal, a tool designed to enhance the communication and involvement of parents in their child's ed will be able to register new children for school. Once neglistend, Parent Portal will allow online, limely and secure access access to grades, attendance, discipline, academic history, and standardized test results in a secure password protected e	o review your child's progress in	lic Schools. With this account you school by providing Internet	-		n you provided when reg	Interstein Account
	Please follow the steps below to complete activation of your account: 1. Click this link: https://go2.gv/nnett.k12.ga.us/parents/PPS/activate?token=2?02/52	Create Password	đ		ast Name:	Last Name	You have successfully created an account!
	 Follow the prompts including review of the Parent portal data information. Enter the last name you provided when creating your account and your User ID (Your e-mail address entered) 				tion User ID:	john@smith.com	Login
	4. You will be prompted to create a password. Privacy	Parent Name:	Parent				
	Privacy. All student data, user IDs, and passwords are encrypted and password protected. Schools verify parent/guardian status before granting access to student data.	User ID:	gcpsolr2018@gmail.com			(Email ID you provide	Cancel Next
	NOTE: Email is provided to employees for the is correspondence to/from a district email account may be considered public information and subject to release under Geo	Password:					
		Confirm Password:					

STEP 5: BEGIN ONLINE REGISTRATION

- Select the School Year 2019-2020 from the drop-down menu.
- Select Exclude Older Siblings if appropriate. (You will use this option, if you are using an Existing Parent Portal Account and have students currently enrolled for 2019-2020.) If you are registering a kindergartner with older siblings who are displayed in the **Student** Tab, you will need to exclude these older siblings from this 2019-2020 registration submission. (See example *on the right*.) To exclude these older siblings, click on the **Exclude** button for each student.
- Click the **Add Student** button to add your student. Complete all the information, following the prompts.
- Submit when finished.

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Online Registra	tion	REVIEW/SUBMIT				2019-202
/ introduction	0	Review				
🗑 Family	0	Review allows you to confirm submit below.	all data entered during the regist	ration process to ens	are accuracy. After reviewing you	r information, click
A Parent Guardian	0	Parents of students new to	Gwinnett County and parents	of students who are	changing schools within Gwinne	ett County (not including
# Emergency	0	enroitment process At that	time, you will submit the necessa		visit your child's school to comp the local school and fulfit any addition	
# Students	0	to your student's registration.				
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		Ready To Submit	Student Excellent	09	North Gwinnett High School	
				C Provins Print		



STEP 6: WHAT TO BRING FOR REGISTRATION

When you visit your child's school to complete registration, please bring the following:

- Your child
- · An official document showing proof of birth date
- · Proof that you live in attendance zone
- A valid Georgia certificate of immunization (GA Form #3231)
- Evidence of Vision, Hearing, Dental, and Nutrition Screening (GA Form #3300-Rev. 2013)
- A photo ID for the adult registering the child

- · Proof of authorized person to enroll
- Child's social security number (or you may sign a waiver at the school)
- Report cards or official school transcript (current K-12 student)
- Withdrawal form from previous school (current K-12 student)
- Discipline records (students enrolling in grades 7-12)

For more information about Kindergarten Registration, visit:

http://publish.gwinnett.k12.ga.us/gcps/home/public/parents/content/general-info/kindergarten-registration